

HMIS Client Privacy Rights



HMIS Administrator

STATE OF WASHINGTON
DEPARTMENT OF COMMUNITY,
TRADE AND ECONOMIC DEVELOPMENT



[Agency Name]

(HMIS Partner Agency)

[Agency Logo]

ABOUT YOUR INFORMATION:

USES

RISKS

PROTECTIONS

- Information you provide to this agency will be entered into the HMIS computer system, unless you tell them you do not want it entered.
- You will receive the same services, whether or not you allow your personal information to be entered into the HMIS.
- Your personal information that is in the HMIS will not be shared with any other people or organizations, even other HMIS Partner Agencies, unless you say it can be.
- Your personal information that is in the HMIS will not be shared with any other government agencies except as required by law.
- Personally identifying information, such as names, birthdays and social security numbers, will be kept in the HMIS Database for seven years.
- Although careful measures are taken to protect the personal information entered in to the HMIS, it may be possible that a person could access your information and use the information to locate you, commit identity theft or learn about sensitive personal information entered into the HMIS.
- Your data is protected by legal agreements signed by users of the HMIS and by electronic encryption of your personal information.
- Information in the HMIS is used to improve services to clients like you.
- You can contact CTED at the number below if:
 - You have questions about the information collected in the HMIS and your rights regarding that information.
 - In the event of an injury to you related to the collection information in the HMIS

YOUR RIGHTS & CHOICES

- You have the right to refuse to provide personal information, or to stop this agency from entering your personal information into the HMIS computer system.
- You have the right to decide what personal information can be shared about you in the HMIS, and who it can be shared with.
- You have the right to change your mind about what personal information about you this agency has in the HMIS, what types of information about you they can share, and who they can share it with. You must notify this agency in writing if you change your mind.

CONTACT INFO

CTED, HMIS Administrator
Housing Division, PO Box 42525, Olympia, WA 98504
(360) 725-3028
hmis@cted.wa.gov
www.cted.wa.gov

[Agency Name]
[Agency Address]
[Agency phone]
[Agency email]
[Agency website]